STUDENT NAME

STUDENT ADDRESS

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**Student ID:** XXX

Dear STUDENT NAME,

**Allegation of Plagiarism at Stage Two – School Review Panel Meeting on XXX, at XXX, in XXX**

This is an important letter that requires your immediate attention. At the end of the letter you are referred to potential sources of support to assist you if you wish.

**Your Invitation to the Meeting**

I am writing to invite you to attend a School Review Panel to discuss issues around an allegation of plagiarism which have arisen through the marking of your XXX assignment submitted on XXX.

Your interview with the Panel will be at XXX on XXX in XXX. You are strongly encouraged to attend the interview to have a discussion about your assignment. When you arrive, please wait to be called in by the Panel Administrator.

At this stage, this is an allegation. This meeting is to establish if plagiarism has occurred and will be your opportunity to have a discussion regarding your assignment.

This meeting is being held in accordance with the University procedures for dealing with allegations of plagiarism and will be a **Stage Two** Panel. I advise you to refer to the procedures which are available at: <http://www.canterbury.ac.uk/Support/learning-teaching-enhancement-unit/Policies/Plagiarism.aspx>

If you are unable to attend at this time for good reason, an alternative date may be agreed. You need to contact me no later than 48 hours before the meeting, so that it can be rescheduled.

**Accompanying Documentation**

Please find attached to this letter:

* your **Turnitin Originality Report.** I would ask you toensure you have read and understood this, and to bring it to the meeting
* details of the online sources / other work to which your work is matching.

**Potential Outcomes**

A decision will be made whether you chose to attend a meeting or not. A form will be used to record the outcome. A copy of this form will be sent to you with an accompanying letter, and this will be copied to your Programme Director.

The potential outcomes following a **Stage Two** meeting which the Panel will determine are:

1. The penalty, with a maximum penalty being an award of zero for the module;
2. The nature of the re-submission or re-examination of assessment for the module, including the submission of new work for assessments that have already been deemed to have been passed. (Note: a re-submission or re-examination must be permitted subject to the maximum number of re-sit opportunities permitted.);
3. Whether you will be required to undertake further study support to address the weaknesses identified. Failure to attend would result in the mark of zero for the resubmitted work, irrespective of whether the work achieves a marginal pass mark;
4. Whether you will be required to undertake an interview with the Deputy Chair after the completion of the marking of the resubmitted assessment. Failure to attend would result in the mark of zero for the resubmitted work, irrespective of whether the work achieves a marginal pass mark.
5. Referral to a Stage 3 Faculty Panel. This would only be for cases of gross academic misconduct.

Please note that should there be a case of plagiarism established, any reoccurrence following a **Stage Two** meeting will result in further proceedings in line with the procedures.

**Contact Details for Advice and Support**

You may wish to seek support in preparation for the meeting from the University or the Students’ Union

**Students’ Union**: [advice@ccsu.co.uk](mailto:advice@ccsu.co.uk)

You are encouraged to approach the Students’ Union in good time before the meeting date; you can also gain further advice via the Students’ Union website at: [www.ccsu.co.uk/plagiarism](http://www.ccsu.co.uk/plagiarism)

**Student Support, Health and Wellbeing**: <http://www.canterbury.ac.uk/students/support-services/support-advice-and-wellbeing/support-advice-and-wellbeing.aspx>

In addition you have the right to be accompanied to the meeting by a friend (defined as a fellow student, a member of the Students’ Union or a member of staff of the University).

If you have any queries about this process, please feel free to contact me.

Yours sincerely

Name of Head of School

School of XXXXXX